

- (b) AV capture tools, at each workstation location, configured to capture the image and voice of the associated participant during the videoconference;
- (c) data capture tools, at each workstation, configured to capture data shared during the data conference;
- (d) data annotation tools, at each workstation, that permit the associated participant to annotate the data shared during the data conference;
- (e) a multimedia server, configured to transfer communication data, generated at the workstation of at least one preparing participant and including audio and video signals representing the voices and images of one or more of the participants during the videoconference and data signals representing data shared among the participants during the data conference, to at least one other receiving participant during the videoconference and data conference; and
- (f) a storage medium configured to receive and store at least portions of the communication data for later retrieval and synchronized playback of audio, video, or shared data at a workstation.

Please amend claims 5, 17, 18, 20, 22, 28, 33, and 34 to read as follows:

3. (Three Times Amended) A teleconferencing system[s,] for conducting a teleconference among a plurality of participants, comprising:

- (a) data conference capture tools capable of capturing data generated at a workstation of a preparing participant;

- (b) annotation tools capable of annotating the captured data; and
- (c) a multimedia mail system configured to prepare and store, as a synchronized multimedia mail message, the captured and annotated data, and configured to forward the multimedia mail message to a receiving participant, such that the multimedia mail message can be received at a venue selected from the group consisting of:
 - (i) in real time at a location removed from the preparing participant;
 - (ii) at a different time at the same location as the message was prepared; and
 - (iii) at a different time at a location removed from the preparing participant.

4. (Once Amended) The teleconferencing system of Claim 3, wherein the multimedia mail system is in communication with a graphical animations originator device which can generate, save and replay animated graphical images to be included in the multimedia mail message.

5. (Twice Amended) A teleconferencing system for collaboration among a plurality of participants, comprising:

- (a) AV reproduction capabilities configured to reproduce video images and spoken audio of the participants;
- (b) AV conference capture tools capable of capturing audio and video generated, during a videoconference, at the workstation of a preparing participant; [and]

- (c) a data conference manager configured to manage a data conference during which data is shared among a plurality of the participants and displayed on monitors included at their respective workstations;
- (d) a multimedia conference recorder capable of synchronizing and recording both the video image and spoken audio of the participants during the videoconference and the data shared during the data conference; and
- (e) a multimedia mail system configured to prepare and store, as a multimedia mail message, the [captured] synchronized data, video and audio, and configured to forward the multimedia mail message to a receiving participant, whereby the multimedia mail message can be received at a venue selected from the group consisting of:
 - (i) in real time at a location removed from the preparing participant;
 - (ii) at a different time at the same location as the message was prepared; and
 - (iii) at a different time at a location removed from the preparing participant.

6. (Once Amended) The teleconferencing system of Claim 5, wherein the captured video images and audio includes video images and spoken audio directly associated with the preparing participant and at least one other video image and spoken audio not directly associated with the preparing participant.

7. (Once Amended) The teleconferencing system of Claim 5, further comprising:

(a) a message marker capable of defining a marked portion of the multimedia mail message, wherein the marked portion can be selectively displayed by the receiving participant when the multimedia mail message is reproduced.

8. (Once Amended) The teleconferencing system of Claim 7, further comprising a tag searcher configured to search for a defined tag, such that the portion of the message can be selectively displayed.

9. (Once Amended) The teleconferencing system of Claim 8, wherein the tag searcher can search a plurality of multimedia mail messages to locate the defined tag.

11. (Twice Amended) The teleconferencing system of Claim [10] 5, further comprising:

(a) capture tools capable of capturing the shared data and

(b) annotation tools capable of annotating the shared data during a data conference,

wherein the multimedia conference recorder is operable to synchronize the playback of the annotated data conference recordings with the videoconference recordings.

12. (Twice Amended) The teleconferencing system of Claim [10] 5, wherein the multimedia mail system includes the multimedia conference recorder and a multimedia document storage and display mechanism such that a multimedia document can be stored by a preparing participant and subsequently retrieved by the preparing participant or other participant.

13. (Once Amended) The teleconferencing system of Claim 12, wherein information can be transferred between the multimedia mail system, the multimedia conference recorder and the multimedia document storage.

14. (Once Amended) The teleconferencing system of Claim 10, further comprising:

(a) an AV file system configured to store and retrieve both the video image and spoken audio of the preparing participant and the recorded video image and spoken audio.

15. (Once Amended) The teleconferencing system of Claim 5, further comprising:

(a) a multimedia mail depository associated with the receiving participant and being operable to receive and store multimedia mail messages under direction of the preparing participant.

16. (Once Amended) The teleconferencing system of Claim 15, wherein the mail depository is operable, by the preparing participant, to receive mail messages having at least one component selected from the group consisting of audio, video and data components.

17. (Twice Amended) A teleconferencing system for collaboration among a plurality of participants, comprising:

- (a) a data conference manager configured to manage a data conference during which data is shared among a plurality of the participants having workstations, and during which the data is displayed on monitors included at each participants' workstation;
- (b) an AV path configured to carry AV signals among the workstations, the AV signals representing video images and spoken audio of the participants;
- (c) an AV conference manager configured to manage a videoconference during which the video image and spoken audio of one of the participants is reproduced at the workstation of another of the participants; and
- (d) a multimedia mail system configured to store, as a synchronized multimedia mail message, at least [one] two of the signals selected from the group consisting of data, audio and video signals generated at the workstation of a preparing participant, during the videoconference and the data conference, and, capable of forwarding the multimedia mail message to a receiving participant.

18. (Twice Amended) A teleconferencing system for collaboration among a plurality of participants, comprising:

- (a) an AV path configured to carry AV signals among a plurality of workstations, the AV signals representing video images and spoken audio of a corresponding plurality of participants;
- (b) an AV conference manager configured to manage a videoconference during which the video image and spoken audio of one of the participants can be reproduced by a monitor in communication with the workstation of another of the participants;

(c) a data conference manager configured to manage a data conference during which data is shared among the participants and reproduced by the monitors of their respective workstations; and, at least one of

(d) a multimedia mail system configured to store, as a synchronized multimedia mail message, at least [one] two of the signals selected from the group consisting of video, audio and data signals generated at the workstation of a preparing participant, during the videoconference and data conference, and, capable forwarding the multimedia mail message to a receiving participant; or a multimedia conference recorder capable of synchronizingly recording the video, audio and data signals.

19. (Once Amended) The teleconferencing system of Claim 18, further comprising:

(a) an AV storage server capable of storing AV signals prepared by the multimedia mail system or recorded by the multimedia conference recorder, wherein

(i) the AV signals carried from the workstations to the AV storage server can be either analog or digital signals;

(ii) the AV signals carried from the AV storage server to the workstations can be either analog or digital signals; and

(iii) AV signals can be stored in the AV storage server either in analog or digital formats.

20. (Twice Amended) A method of conducting a teleconference among a plurality of participants, comprising the steps of:

- (a) capturing data generated at a workstation of a preparing participant;
- (b) annotating the captured data;
- (c) preparing and storing, as a synchronized multimedia mail message, the captured and annotated data; and
- (d) forwarding the multimedia mail message for receipt, by a receiving participant, at any one of the venues selected from the group consisting of
 - (i) in real time at a location removed from the preparing participant;
 - (ii) at a different time at the same location as the message was prepared; and
 - (iii) at a different time at a location removed from the preparing participant.

21. (Once Amended) The method of Claim 20, further comprising the steps of generating, saving and replaying animated graphical images included in a multimedia mail message.

22. (Twice Amended) A method for conducting a teleconference among a plurality of participants, comprising the steps of:

- (a) capturing audio and video generated, during a videoconference, at the workstation of a preparing participant;
- (b) preparing and storing, as a multimedia mail message, the captured video and audio; and

- (c) managing a data conference during which data is shared among a plurality of the participants having workstations including monitors configured to reproduce the shared data;
- (d) synchronizing both the video image and spoken audio of the participants during the videoconference and the data shared during the data conference;
- (e) recording the synchronized video, audio and data as a multimedia message; and
- (f) forwarding the multimedia mail message for receipt, by a receiving participant, at any one of the venues selected from the group consisting of
 - (i) in real time at a location removed from the preparing participant;
 - (ii) at a different time at the same location as the message was prepared; and
 - (iii) at a different time at a location removed from the preparing participant.

23. (Once Amended) The method of Claim 22, further comprising the steps of

- (a) defining a marked portion of a multimedia mail message; and
- (b) selectively displaying the marked portion when the multimedia mail message is reproduced.

24. (Once Amended) The method of Claim 23, further comprising the steps of:

- (a) searching for a defined tag; and
- (b) selectively displaying the portion of the message.

26. (Once Amended) The method of Claim [25] 22, further comprising the steps of:

- (a) capturing the data to be shared; and
- (b) annotating [,] the shared data during the data conference.

27. (Once Amended) The method of Claim [25] 22, further comprising the step of storing a multimedia document such that the multimedia document can be retrieved by a participant.

28. (Twice Amended) A method of conducting a teleconference among a plurality of participants, comprising the steps of:

- (a) carrying AV signals among the workstations, the AV signals representing video images and spoken audio of the participants;
- (b) managing a videoconference during which the video image and spoken audio of one of the participants can be reproduced at the workstation of another of the participants;
- (c) managing a data conference, during which data are shared among the plurality of participants and displayed on their respective workstations; and
- (d) [at least one of the steps from the group consisting of
 - (i) storing, as a multimedia mail message, AV signals generated at the workstation of a preparing participant, and forwarding the multimedia mail message to a receiving participant;
 - (ii) recording the AV signals representing the video images and spoken audio of the participants during the videoconference; and

(iii)] storing, as a multimedia mail message, data and AV signals generated at the workstation of a preparing participant, during the videoconference and the data conference and forwarding the multimedia mail message to a receiving participant.

33. (Amended) The teleconferencing system of Claim [32] 32, wherein the AV capture tools, data capture tools and data annotation tools can be used to generate a multimedia document capable of being stored, in real time, on the storage medium.

34. (Amended) The teleconferencing system of Claim 33, further comprising:

(a) a multimedia mail system, in communication with the [in communication with the] storage medium and configured to allow a sending participant to send the multimedia document to a receiving participant at a venue selected from the group consisting of:

- (i) in real time at a location removed from the preparing participant;
- (ii) at a different time at the same location as the document was prepared; and
- (iii) at a different time at a location removed from the preparing participant.

35. The teleconferencing system of Claim 34, wherein the multimedia mail system is in communication with a graphical animations originator device which can generate, save and replay animated graphical images that can be included in the multimedia mail document.

36. The teleconferencing system of Claim 35, further comprising: